

CITY OF LINCOLN/LANCASTER COUNTY

CONTRACT AWARD NOTIFICATION

SPECIFICATION NO.02-074

ANNUAL REQUIREMENTS FOR

CLEANING SERVICES FOR WESTGATE OFFICE

AND SHOP (COUNTY ENGINEER)

DATE: June 8, 2004

CONTRACT PERIOD: July 1,2004 thru June 30,2005

CONTRACTOR: White Glove Janitorial, Inc.
4645 Birch Creek Drive
Lincoln, NE 68516

PURCHASING DIVISION
K-STREET COMPLEX
440 SOUTH 8TH STREET
LINCOLN, NEBRASKA 68508
(402) 441-7410

Company Representative: Gregg J. Roberts
Telephone No.: 402/420-5710
FAX No.: 402/420/5710
E-Mail Address: GRob848722@aol.com

THE CITY/COUNTY'S SPECIFICATIONS AND THE CONTRACTOR'S ACCEPTED PROPOSAL AND PRICING SCHEDULES, NOW ON FILE IN THE OFFICE OF THE CITY CLERK AND/OR THE COUNTY CLERK, ARE ADOPTED BY REFERENCE AND ARE AS FULLY A PART OF THIS CONTRACT FOR THE ABOVE-NAMED COMMODITY AS IF REPEATED VERBATIM HEREIN.

AS PER RENEWAL OF CONTRACT AND SPECIFICATIONS

NO ACTION NEED BE TAKEN BY THE CONTRACTOR AT THIS TIME. ORDERS FOR MATERIAL WILL BE MADE AS NEEDED BY THE VARIOUS CITY/COUNTY DEPARTMENTS.

DEPARTMENTS REQUIRING CATALOGS AND/OR PRICING SCHEDULES SHALL NOTIFY THE CONTRACTOR DIRECTLY.

Original Contract to: Contractor
Co. Clerk
County Engineer

CONTRACT DOCUMENTS

LANCASTER COUNTY

NEBRASKA

FOR

CLEANING SERVICES FOR COUNTY ENGINEER
SPECIFICATION #02-074

CONTRACTOR: White Glove Janitorial (Lincoln, NE)

LANCASTER COUNTY, NEBRASKA CONTRACT AGREEMENT

THIS CONTRACT, made and entered into this 7th day of May, 2002, by and between White Glove Janitorial, 4645 Birchcreek Drive, Lincoln, NE 68516 hereinafter called contractor, and the Lancaster County, Nebraska, hereinafter called the County.

WITNESS, that:

WHEREAS, the County has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

Provide cleaning service for Lancaster County as per request for bid specification #02-074 (which is attached and made an integral part of this contract). Property to be cleaned is located at: 444 Cherrycreek Road, Building C and B (as described in the bid), Lincoln, NE.

and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the County, in the manner and at the time specified, a sealed Proposal in accordance with the terms of said advertisement; and,

WHEREAS, the County, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the offers submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's offer, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the agreements herein contained, the Contractor and the County have agreed and hereby agree as follows:

The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and such award being based on the acceptance by the County of the Contractor's offer, or part thereof, as follows: Bid #02-074

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

The County agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefor, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the County: **\$11,400.00 per year**

1. Contractor shall be paid on a monthly basis on the 1st of the month in twelve equal installments of:

\$500.00 /mo. For the Administrative Office (Bldg. #C)

\$325.00 /mo. For the Shop Area (Bldg. #B)

\$125.00/mo. For the Weed Control Authority (Bldg. #B)

The Work included in this Contract shall begin by **July 1st, 2002**. The Work shall continue as specified for a period of twelve (12) consecutive months, to conclude **June 30, 2003**.

The County has the option to renew this agreement for cleaning services for two (2) additional one (1) year periods. Any offer to renew will be mutually determined at the conclusion of the initial contract term. All terms and conditions of the renewal period will be identical to the original contract period, unless mutually agreed upon via standard contract addendum process.

The Contract Documents comprise the Contract, and consist of the following:

1. The Instructions to Bidders
2. The Accepted Offer
3. The Contract Agreements
4. The Specifications and Cleaning Standards
5. The Insurance Provisions

These Contract Agreements, together with the other Contract Documents hereinabove mentioned, form this Contract, and the are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the County hereby agree that all the terms and conditions of this Contract shall by these presents be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the contractor and the County do hereby execute this contract.

EXECUTION BY LANCASTER COUNTY, NEBRASKA

CONTRACT APPROVED AS TO FORM:

COUNTY OF LANCASTER, NEBRASKA

Lancaster County Attorney

Chairperson, Board of Commissioners

EXECUTION BY CONTRACTOR

IF A CORPORATION:

White Glove Janitorial, Inc.

Name of Corporation

ATTEST:

4645 Birch Creek Drive, Lincoln, NE 68516

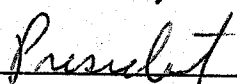
Address

Secretary

(SEAL)

By: 

Duly Authorized Official


Legal Title of Official

BID REQUEST SPECIFICATION #02-074

CLEANING SERVICE FOR COUNTY ENGINEER

BIDS DUE: 12:00 NOON
DATE: Wednesday, April 3, 2002

ADDENDA RECEIPT: The receipt of the addenda to the specification number 02 through 074 is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document. *CR*

The undersigned submitter, having full knowledge of the requirements of Lancaster County for the above listed project, the Contract Documents and all other terms and conditions of the request, agrees to provide the labor, certificate of insurance, unemployment compensation, materials and equipment in strict accordance with the specifications as prepared by the County for the consideration of the amount set forth in the following price schedule:

1. Contractor's price proposal to provide cleaning services as specified for the period beginning:

1.1 Annual Bid (July 1, 2002 through June 30, 2003)

1.1.1 Administrative office (Bldg. #C): \$ 6000

1.1.2 Shop area (Bldg. #B): \$ 3900

1.1.3 Weed Control Authority (Bldg. #B) \$ 1500

TOTAL ANNUAL LUMP SUM OFFER: \$ 11,400

CONTRACTOR TO BE PAID MONTHLY IN TWELVE EQUAL
INSTALLMENTS OF: \$ 500 /mo. Administrative office (Bldg. #C)
\$ 325 /mo. Shop area (Bldg. #B)
\$ 125 /mo. Weed Control area (Bldg. #B)

NOTE: total of these monthly installments times 12 should equal the "Lump Sum Offer listed above.

2. List three commercial references below:

2.1 Company Name: Lincoln Federal Savings
Address: 1101 N. St.
City/State/Zip: Lincoln NE 68508
Contact Name: Shelly Biggerstaff
Phone Number: 474-1400 Fax Number: _____
Approx. Annual Contract Value: \$ 24000 # of sq. ft. cleaned: 22,000
How long have you had this account/customer: 5 yrs

2.2 Company Name: Shelter Insurance
Address: 7001 P. ancers Blvd
City/State/Zip: Lincoln NE 68506
Contact Name: Kett Kraven
Phone Number: 488-9594 Fax Number: _____
Approx. Annual Contract Value: \$ 4800 # of sq. ft. cleaned: 6,000
How long have you had this account/customer: 4yrs

2.3 Company Name: Hanigan, Bjorkman & Ecklund CPAs
Address: 5944 Vandervoort Dr
City/State/Zip: Lincoln NE 68516
Contact Name: Bon Ecklund
Phone Number: 423-4343 Fax Number: _____
Approx. Annual Contract Value: \$ 5640 # of sq. ft. cleaned: 6000
How long have you had this account/customer: 3yrs

2.4 List any contracts (either past or present) you have held with the City or County:
I currently have the contract for the westgate
offices + shop.

3. COMPANY BACKGROUND:

3.1 How long has your firm been performing commercial cleaning services? 7 years

3.2 How many full time employees does your firm have (working at least 36 hours/week)?
3

3.3 How many part time employees does your firm have? 5

3.4 Detail your arrival and departure schedule from our facility (indicating an estimate of daily, weekly and (if appropriate) any annual hours? We will arrive at approximately 5:30 pm and spend 2 hours at the office and 1hr 15 mins at the shop and 45min at weed control. I estimate 10hrs for the office 7 1/2 hrs for shop + 4hrs for weed control per week

3.5 Detail your process for resolution of complaints or customer concerns?
I will leave a book at each location and all concerns will be written in the book. I will talk to person in charge on a regular basis

4. The County intends to enter into a contract agreement with the successful bidder for a three (3) year period, as thirty-six (36) consecutive months. All pricing must remain firm for the first full twelve month period of the contract.

Do you agree? X YES ___ NO, _____

- 4.1 After the first 12 month period, prices may be adjusted only once annually based on current inflation and actual expenses generated from the service. The County must receive a 90 day notice, in writing of any increase in price.

Do you agree? X YES ___ NO, _____

5. The County is also interested in an option to renew for one (1) additional three (3) year period (offer to renew will be mutually determined at the conclusion of the initial contract). All terms and conditions of the renewal period will be identical to the original contract period, unless mutually agreed upon via standard contract addendum process.

Will you consider the renewal offer, if extended by the County? X YES ___ NO

NOTE: RETURN 2 COMPLETE COPY OF BID OFFER AND SUPPORTING MATERIAL
MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS: SEALED BID FOR SPEC. NO. 02-074

The undersigned signatory of the bidder represents and warrants that he has full and complete authority to submit this offer to Lancaster County, and to enter into a contract if this offer is accepted.

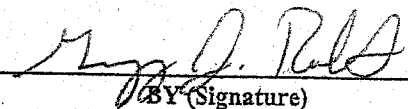
White Glove Janitorial Inc
COMPANY NAME

4645 Birch Creek Dr.
STREET ADDRESS or P.O. BOX

Lincoln NE 68516
CITY, STATE ZIP CODE

402-420-5710
TELEPHONE NO.

402-420-5710
FAX NO.


BY (Signature)

Gregg J. Roberts
(Print Name)

President
(Title)

3/31/07
(Date)

91-1795555
EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER

BIDS MAY BE INSPECTED IN THE PURCHASING OFFICE AFTER TABULATION. IF YOU DESIRE A COPY OF THE BID TABULATION TO BE MAILED TO YOU, INCLUDE WITH YOUR BID A STAMPED SELF ADDRESSED ENVELOPE.

CLEANING SPECIFICATIONS AND STANDARDS - WORKSHEET

	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICE	ANNUAL SHOP	ANNUAL WEED
1.	<p>PLUMBING FIXTURES AND DISPENSER CLEANING: Shall be free of all deposits and stains so that the item is left without cleaning streaks, film, odor, or stains.</p> <p>AREA INVOLVED: All restrooms, toilets, sinks, showers (shop only) and drinking fountains (shop only)</p> <p>FREQUENCY: Daily</p>	\$ <u>250</u> ^{or}	\$ <u>300</u>	\$ <u>100</u>
2.	<p>SWEEPING: Properly swept floor is free of dirt, dust, grit, lint, and debris, except imbedded dirt and grit. Corner and edges shall also be clean.</p> <p>AREA INVOLVED: All hard surface floors including entry ways</p> <p>FREQUENCY: Daily</p>	\$ <u>300</u> ^{or}	\$ <u>1000</u>	\$ <u>300</u> ^{or}
3.	<p>TRASH REMOVAL: All waste receptacles shall be emptied and the contents shall be disposed of in the proper designated container provided by the County. All used trash liners are to be replaced as needed.</p> <p>AREA INVOLVED: All waste receptacles including those located in the backroom, patio, front door and cigarette receptacles</p> <p>FREQUENCY: Daily</p>	\$ <u>1500</u>	\$ <u>700</u> ^{or}	\$ <u>60</u>
4.	<p>VACUUM: Properly vacuumed floor is free of all dirt, dust, grit, lint and debris. Corners and edges shall also be cleaned.</p> <p>AREA INVOLVED: All carpeted surfaces (office only) and provided entrance mats</p> <p>FREQUENCY: Daily</p>	\$ <u>1865</u> ^{or}	\$ <u>50</u>	\$ <u>50</u>
5.	<p>METAL CLEANING: All cleaned metal surfaces are without deposits or tarnish and with a uniformly bright appearance. Cleaner is to be removed from adjacent surfaces.</p> <p>AREA INVOLVED: All restroom and sink fixtures</p> <p>FREQUENCY: Daily</p>	\$ <u>50</u>	\$ <u>25</u>	\$ <u>25</u>
6.	<p>SPOT CLEANING: A surface adequately spot cleaned is free of all stains, deposits, and is substantially free of cleaning marks.</p> <p>AREA INVOLVED: Any soiled area</p> <p>FREQUENCY: As needed</p>	\$ <u>50</u>	\$ <u>25</u>	\$ <u>25</u>
7.	<p>ENTRY WINDOW CLEANING: Glass surface shall be free of finger prints, film, streaks, and tape with a uniformly clear appearance.</p> <p>AREA INVOLVED: Entry doors and side glass panels</p> <p>FREQUENCY: Daily</p>	\$ <u>50</u>	\$ <u>25</u>	\$ <u>25</u>
8.	<p>DUSTING: A properly dusted surface is free of all dirt and dust streaks, lint, and cobwebs.</p> <p>AREA INVOLVED: All horizontal surfaces including all horizontal blinds</p> <p>FREQUENCY: Weekly</p>	\$ <u>50</u>	\$ <u>25</u>	\$ <u>25</u>

	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICE	ANNUAL SHOP	ANNUAL WEED
9.	DAMP MOPPING: A satisfactorily damp mopped floor is without dirt, dust, marks, film, streaks, debris, or standing water. AREA INVOLVED: All hard surface floors, including entry ways FREQUENCY: Daily	\$ <u>300</u> ^{ch}	\$ <u>1,950</u> ^{ch}	\$ <u>200</u> ^{ch}
10	SCRUBBING: Scrubbing is satisfactorily performed when all surfaces are without imbedded dirt, cleaning solution, film, debris, stains, marks, standing water, and floor has uniformly clean appearance AREA INVOLVED: All hard surface floors FREQUENCY OFFICE - At least once a month, more if conditions require SHOP - At least <u>twice</u> a month, more if conditions require	\$ <u>300</u>	\$ <u>300</u> ^{ch}	\$ <u>150</u> ^{ch}
11	BUFFING OR FINISHED FLOOR SURFACES: All finished floors will be buffed for maximum gloss, removal of surface dirt, and a uniform appearance. AREA INVOLVED: All finished hard surface floors FREQUENCY: At least monthly, more frequently if conditions warrant	\$ <u>360</u>	\$ <u>400</u> ^{ch}	\$ <u>150</u> ^{ch}
12	CARPET CLEANING: OFFICE ONLY: Periodic cleaning of carpets, shall be accomplished by steam cleaning or other methods in use. AREA INVOLVED: All carpet floor surfaces FREQUENCY: At least twice annually, spot cleaning as necessary	\$ <u>300</u> ^{ch}	N/A	N/A
13	LIGHT FIXTURE/VENT CLEANING: Fixtures/vents shall be washed free of dirt and dust streaks, lint and cobwebs. AREA INVOLVED: All light fixtures and ceiling vents FREQUENCY: At least once annually	\$ <u>25</u>	\$ <u>25</u>	\$ <u>20</u>
14	VACUUM/CLEANING OF BLINDS: Blinds shall be vacuumed free of dust and dirt streaks, lint and cobwebs. Spot clean any fabric blinds as necessary. AREA INVOLVED: All vertical blinds FREQUENCY: At least once annually	\$ <u>50</u>	\$ <u>25</u>	\$ <u>20</u>
15	FLOOR FINISH REMOVAL: Finish removal is accomplished when surfaces have all finish removed to the flooring material, are free of dirt, stains, deposits, debris, cleaning solution, standing water and floor has uniform appearance when dry. Plain water rinse and pickup must follow finish removal immediately. AREA INVOLVED: All appropriate hard surface floors FREQUENCY: At least once every five (5) years, more frequently if conditions warrant NOTE: Assess condition at time of site visit to indicate necessity of this service.	\$ <u>0</u>	\$ <u>175</u> ^{ch}	\$ <u>100</u> ^{ch}
16	FLOOR FINISHING: Undertaken by powered machines. Finishing and sealing includes: 1) proper cleaning & preparation of surface including removal of residue/ previous washings, 2) proper rinsing of floors to remove all soap residue, 3) application of a minimum of three coats of floor finish on scrubbed floor and five coats on stripped floors. AREA INVOLVED: All appropriate hard surface floors FREQUENCY: At least once every five (5) years, more frequently if conditions warrant NOTE: Floors must be finished in accordance with manufacturers recommended standards using a UL listed slip resistant floor finish. Assess condition at site visit.	\$ <u>0</u>	\$ <u>175</u>	\$ <u>100</u>

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	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICE	ANNUAL SHOP	ANNUAL WEED
17	EXTERIOR WINDOW CLEANING: All exterior windows to be cleaned inside and out. AREA INVOLVED: All glass surfaces and windows. FREQUENCY: Twice annually, once in the fall and spring	\$ <u>200</u>	\$ <u>100</u>	\$ <u>50</u>
18	INTERIOR WINDOW CLEANING: All interior windows into offices interior office doors w/windows AREA INVOLVED: All interior windows into offices plus all interior doors with windows FREQUENCY: Once a week	\$ <u>1300</u> ^a	\$ <u>700</u> ^a	\$ <u>50</u> ^a
19	BATHROOM TILE: Wiping down the tile in the bathrooms AREA INVOLVED: All bathrooms FREQUENCY: As needed	\$ <u>150</u> ^a	\$ <u>50</u> ^a	\$ <u>25</u> ^a
20	WASHING WALLS: Spot cleaning all painted walls as necessary AREA INVOLVED: Hallways, offices and bathrooms FREQUENCY: As needed	\$ <u>150</u> ^a	\$ <u>50</u> ^a	\$ <u>25</u> ^a
	SERVICES WORKSHEET TOTALS:	\$ <u>6000</u>	\$ <u>3900</u>	\$ <u>1500</u>

GRAND TOTAL FOR ALL ANNUAL SERVICES LISTED: \$ 11400